

TWT Meeting Grand Rapids, MI September 20-22, 2005

Attending: Jim Glenn (BLM), Deb Epps (Advisor), Geoff Wilford (FIREScope), Sue Curd (Logistics), Jim Barnett (USFS), Don Johnson (Northeastern States), Dave Koch (BIA), Chad Fisher (NPS)

Not Attending: Logan Lee (Chair), Bob Murgallis (NFA), Ira Jolly (Southeastern States), Mike Kopitzke (Western States)

Guests: Christine Keavy, NWCG Distance Learning

TUESDAY

Merrie Johnson has accepted the position as Director of NAFRI. Merrie will continue with the TWT as liaison. Chad Fisher will be the new NPS representative on the TWT.

Action Log Review:

FS Model for Course Criteria Development Using Vendors - Action Item #9 (HO 1)

Reviewed the FS model for Course Criteria Development using vendors. The FS has established criteria requirements for vendors based on NWCG approved course criteria. Evaluation process includes a team of three individuals with expertise in the particular course evaluating a presentation to determine if the requirements are met.

Liaison Report by Dave Koch (HO 2)

Report from the Dispatch Committee:

- Re-write of D-110 is in progress.
- Alpha course for D-310 will be held this fall, the beta course will be held in the Spring.
- D-510 is scheduled for this Spring at NAFRI.
- D-311 is complete and available in PMS.
- D-312 Aircraft Dispatcher course is approved; PTB is in PMS.

Action Item: Ask the Dispatch Committee what their plans are for the Expanded Dispatch Job Aid. (Dave Koch)

Draft Annual Report (HO 3)

Reviewed and made some minor edits to the draft Annual Report.

Action Item: Get Leadership Committee and Distance Learning Unit updates for Annual Report. (Sue Curd)

Errata Sheet #15 (HO 4 emailed)

Reviewed, minor content edits made, approved.

Development Unit Workload (HO 5 emailed)

Discussed the Development Unit workload including the impact of S-130/S-190 online course development and the extent to which this will impact one developer due to the complexity of the project.

Future Course Revisions (beginning FY06) (HO 6 emailed)

The updated process is to front end the gathering of information pertinent to a course revision by allowing the project leader to attain information and make recommendations on revision parameters prior to meeting with the SMEs. The process will be used beginning FY06 revisions.

Issue Paper #68, Changing Status/Check-In Recorder from Self Study to Instructor Led Training (HO 7 emailed)

Approved.

Issue Paper #75, Inclusion of I-401 into I-400 (HO 8 emailed)

Issue paper was approved with minor edits.

Issuance of NWCG Curriculum Management Issue Papers

Currently not all Issues Papers are required to come through the TWT prior to going to other Working Teams.

Recommendation is that all NWCG Curriculum Issue Papers, regardless of the content in the paper and the designated receiver, have TWT concurrence before being issued.

- ***Decision: The Development Unit Leader will carbon copy the TWT all IOSWT issue papers prior to IOSWT signature.***

Action Item: Discuss with IOSWT changing their protocol of document submission. Currently it is the TWT understanding that documents can only be submitted to them by a WT, an agency or a GACC. Can the IOSWT expand this to include the Development Unit as has become the unwritten way of doing business. (Chad Fisher)

Task Book Revisions

Current protocol has SMEs in the NWCG Training Development Unit updating task books and then sending them to the IOSWT for approval while they revise the training associated with the task book.

The TWT feels there should be some level of field review prior to IOSWT accepting SME revised task books. Unfortunately, sometimes our SME groups may not have a good geographical or agency mix and may therefore not reflect a good cross section of the wildland fire community. As the training is based off the task books, the task book review is just as important for some level of field review as we currently do for the training.

The TWT realizes PTBs are under the purview of the IOSWT but feel we could recommend a potential process to them.

Action Item: One page proposal to IOSWT re: PTB revision process. (Chad Fisher/Deb Epps/Jim Barnett)

TWT Sponsor Inclusion of Fatality Fire Posters into PMS

Discussed whether TWT was the appropriate Team to sponsor the posters into PMS.

- ***Decision: TWT will sponsor the inclusion of the fire fatality posters into PMS.***

Action Item: Complete a PMS Request for the fire fatality posters. (Chad Fisher)

Action Item: Inform the SHWT these posters will be available as poster size and notebook size. (Jim Barnett)

Action Item: Add to publications sponsored by the TWT document. (Sue Curd)

Action Item: Task the Leadership Committee with marketing the product to the field. (Jim Glenn)

Distance Learning Strategic Implementation Plan (HO 9)

Christine provided a vision and outline of where distance learning is headed. Distance Learning will continue to strive to be efficient, effective and consistent with practices. The mission of distance learning is to support the NWCG Development Unit by integrating eLearning technology and methodology into targeted wildland fire education and training courses. Distance learning collaborates with Project Leaders to identify appropriate learning content for eLearning applications.

Update on Crosswalk S-130/S-190 and the Changing Roles Group (HO 10)

The objective of converting S-130, Firefighter Training and S-190, Introduction to Wildland Fire Behavior into a distance learning format is to meet the training needs of rural and volunteer firefighters while maintaining the integrity of the material. Course content will be broken down into short segments so students will be able to complete the training as their schedule allows, and take those modules deemed mandatory to bridge the gap between structural and wildland standards. Distance Learning will conduct a course analysis of both courses to identify appropriate content online delivery. They will also provide contract management and technical expertise for the conversion.

The Changing Roles Group defined the necessity to provide these courses using different delivery methods.

It is the intent the on-line versions will be certified by NWCG as S-130 and S-190 course materials. The courses will be available to the entire wildland fire community in addition to the current classroom based courses as another alternative. Equivalency will not need to be established since the same content will be used for the conversion. Each agency will be responsible for dictating the use of this alternative delivery method.

When putting on these courses, field exercises need to be defined and mandatory, instructors need to be qualified, and evaluations need to be done.

- ***Decision: Jim Glenn has been the TWT liaison with this group and will continue in that role.***

This project will be a priority and a target completion date estimated at January 1, 2007.

Overview on '05 Special Projects and Anticipated Outcomes (HO 11 emailed)

Update on TWT website, Distance Learning Strategic Implementation Plan, Distance Learning NWCG Course Content Analysis, USFA Contract Modification to Add Wildland Fire Specific Position Competency Development and the Gap Analysis for S-420. (build on S-520/S-620 review now that there is support for this at NAFRI).

Action Item: Send L-480 overview to Team for review before December meeting. (Dave Koch)

Action Item: Send S-520/S-620 report and the S-420 write up to the team to review the issues with these courses before December meeting. (Deb Epps)

WEDNESDAY

USFA Summary of Activities

USFA has the all hazard IMT program. Currently USFA is developing all hazard type 3 training. We are coordinating with USFA during the revision of Type 3 (S-300) IC training.

Refine FY 06 Budget

Refined and edited the TWT budget.

Action Item: Send edits of the budget to Logan. (Sue Curd)

Future Management of the Curriculum

There is no tracking mechanism in place for who is maintaining each part of the curriculum. There needs to be a plan for the entire curriculum. This discussion would most effectively tie in with the TWT Strategic Plan.

Actions Requested:

1. TWT decision process for management of future courses.
2. Communicate the expectations to the committees on the maintenance of current courses.

Action Item: Develop a decision process and plan for future course maintenance. Send out to the team for review by November 28th. (Deb Epps/Don Johnson)

Business Practices/ Concepts (HO 12)

Jim Barnett discussed ways of how we can change training business practices. Looking at ways to consolidate training, eliminate some time commitment, save money and possibly move us toward a single interagency training standard.

Much of this is underway; this paper should be maintained for future review.

S-340, Human Resource Specialist Course in PMS (HO 13)

TWT agrees that since this course is required for the HRSP position in the PMS 310-1, the course materials need to be certified by the TWT and available to everyone through PMS. Who should maintain the course still needs further discussion.

Action Item: Discuss the HRSP course issue with GATRs at their November meeting. (Jim Barnett)

Decision to be made at the TWT December meeting.

Helispot Manager (HESM)

IOSWT made a decision that HESM be in the PMS 310-1.
Follow up discussion to occur in December.

Action Item: Contact Glenn Johnston, IHOP Steering Committee to determine what their intentions are with the job aid. (Mike Kopitzke)

NWCG Certificate Sheets

Discussed the purpose of dual signatures on the NWCG course certificate sheets.

- ***Decision: The TWT will be the certifying official on course certificate sheets and eliminate the dual signatures.***

Action Item: Memo to the other WTs explaining this decision. (Deb Epps)

Update Spanish Speaking S-130/S-190

Spanish speaking S-130 will be complete and certified this Fall. S-190 conversion will begin in FY 06.

Web Site Update

Website will be handed over to a contractor next week. A test site will be ready this Fall.

Location of Future TWT Meetings

The NWCG Development Unit found the meeting in March with the TWT beneficial and requested the TWT meet in Boise once a year. Discussed the benefits of having one meeting a year in Boise.

- ***Decision: Meet in Boise once a year. Next Boise meeting will be December 2006.***

Action Item: Find a local facilitator for Atlanta meeting strategic planning. (Sue Curd)

Action Item: Notify TWT the December meeting will include a day of strategic planning. (Sue Curd)

Annual Fireline Safety Refresher Strategic Plan (HO 14 emailed)

Information was provided on the Fireline Safety Refresher Training Strategic Plan. The plan discusses supplementing the NWCG Instructional Media Unit in FY06 and a coordination position be added to the NWCG Training Development Unit in FY08.

The report includes recommendations that lead instructors must at least be single resource boss qualified and unit instructors must at least be firefighter type one qualified or a SME on the material in the unit. It is also recommended in the report that the annual Fireline Safety Refresher Training Steering Committee be chartered under the NWCG TWT with representatives on the committee from 10 different entities. The report has been forwarded to the NWCG parent group.

Action Item: TWT memo to the NWCG Chair recommending the suggested Steering Committee in the report be restructured and indicating that the TWT otherwise supports the plan. (Chad Fisher)

PMS 310-1 NWCG Leadership Development Program Intent Paper

The leadership development white paper on program intent was discussed. The TWT members will discuss some of the white paper issues with their NWCG liaisons.

S-130/S-190 Equivalent Courses (HO 15 emailed)

Discussed interagency position on course equivalencies and interagency strategy on dealing with vendors of equivalency products.

National training officers and state representatives will handle this issue and provide direction to their agencies.

Course Equivalency Guidelines – I Curriculum (HO 16)

The equivalency guidelines TWT created last year needs some minor revision. This is not in the draft PMS 310-1.

Action Item: Send out revised document to the TWT by September 26 and solicit comments. Updated version will go into the September FMCG. (Deb Epps)

Action Item: Contact IOSWT and determine status of inclusion of a reference to this document in the PMS 310-1. (Chad Fisher)

The I-100 course certificates will have joint logos NWCG, USFA and USDA. USFA has developed IS-100 and both courses have the same content, same objectives, same delivery method. At the 200 level everything is identical except for the delivery method.

I-100 and IS-100 are both NWCG products; no need for equivalency determination exists.

Action Item: Add to the FMCG that I and IS 100 are both the same course. (Deb Epps)

Action Item: Brief the GATRs that I and IS 100 are the same course. (Jim Barnett)

IQCS has the ability to award “equivalency” of courses. TWT would need to endorse and provide direction to the field.

Action Item: Explore IQCS functionality of 2 identifiers (I-100 and IS-100) being used for the same course. (Dave Koch)

Action: Follow up with Ira Jolly on how this could be done in IQS. (Don Johnson)

Contractor Task Book Evaluations (HO 17)

Discussed contractor task book evaluations and determined there are training issues within the document but they fall within the scope of qualifications which is under the purview of IOSWT.

Action Item: Memo to IBPWT and IOSWT stating position of TWT involvement with the Contractor Task Book Evaluations. (Dave Koch)

Glossary Change Board

- ***Decision: Chad Fisher will manage the glossary content for TWT.***

Additional Action Items:

Action Item: Have LaMar St. John do a write up on the status of a revised S-290 CD to be presented at the December meeting. (Deb Epps)

Action Item: Invite NWCG Representative to the NIC to December meeting.

December Agenda Items

1. Review Liaison List (Team)
2. Identify issues and proposed plan with courses ie. S-420, L-480, S-520, S-620 (Team)
3. S-290 CD (Deb Epps)
4. Strategic Plan (Team)
5. Matrix and plan for oversight of NWCG courses. (Don Johnson/Deb Epps)
6. Helicopter Manager (HESM) (Mike Kopitzke)
7. Final decision on maintenance and stocking of S-340 Course

Future Meetings

December 13-15, 2005, Atlanta, GA

March 7-9, 2006, Naples, FL (w/IOSWT)

May 2-4, 2006, San Diego, CA (w/GATRs)

September 2006, Bar Harbor, Maine

December 2006, Boise, ID

Handouts

1. FS Model for Course Criteria Development Using Vendors - Action Item #9
2. Liaison Report by Dave Koch
3. Draft Annual Report
4. Errata Sheet 15
5. Development Unit Workload
6. Future Course Revisions Beginning FY 06
7. Issue Paper 68, Changing Status/Check In Recorder from Self Study to Instructor Led Training
8. Issue Paper 75, Inclusion of I-401 into I-400
9. Distance Learning Strategic Implementation Plan
10. Update on Crosswalk S-130/S-190 and the Changing Roles Group
11. Overview on '05 Special Projects and Anticipated Outcomes
12. Business Practices/Concepts (Jim Barnett)
13. S-340, Human Resource Specialist Course in PMS
14. Annual Fireline Safety Refresher Strategic Plan
15. S-130/S-190 Equivalent Courses
16. Course Equivalency Guidelines – I Curriculum
17. Contractor Task Book Evaluations

10/05/05